

~~CONFIDENTIAL~~

20 April 1962

MEMORANDUM FOR: Comptroller

SUBJECT : Automatic Data Processing System for
Confidential Funds PayrollREFERENCE : Memorandum for Comptroller from Chairman,
Special Study Group, dated 20 April
1962, Subject, Staff Study on above subject.

1. This memorandum transmits a copy of the referenced staff study and summarizes the method of approach and results. Conclusions and Recommendations of the study will be found in paragraphs 4 and 5 of the reference.

2. At a Comptroller's Staff Meeting in February 1962, the decision was made to proceed as rapidly as possible to study the confidential funds payroll procedures and propose an automatic data processing system for such payrolls. Messrs. [REDACTED] (CTAB/Finance), [REDACTED] (TAS), [REDACTED] (ADPD) were designated to undertake the study with Mr. [REDACTED] Chief, ADPD appointed as Chairman of the group.

3. Sample copies of all payroll documents and machine listings were assembled. Work sheets were prepared to analyze the extent of duplication of data and determine the earliest point in the payroll process to obtain basic data. A flow chart of procedures was prepared for studying such procedures.

4. The study of current procedures was expedited considerably by Mr. [REDACTED] Deputy Chief of CTAB, who from his extensive knowledge provided details of confidential funds payroll procedures and problems. This approach saved time of the study group which would otherwise have been needed to obtain procedural details by visiting various individual pay clerks performing a variety of functions. Interrupting individual clerks and loss of production was minimized.

5. The study was undertaken as follows:

- a. Existing procedures were summarized.
- b. Machine-prepared listings were examined for improved rearrangement and elimination of unnecessary data, where possible.
- c. Tentative flow charts were prepared of a proposed ADP system.

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